



Superior Court of California County of Del Norte

DISCLOSURE AND COMPLAINT PROCESS

If you have a complaint about the Superior Court of California, County of Del Norte and / or any of its employees or contractors you are encouraged to fill out the Complaint form attached to the other side of this page and submit it at the clerks filing window for forwarding to the Court Executive Officer for review, investigation, and determination.

Please complete the Complaint form and provide as much information as is necessary for a full understanding of the issues involved in your complaint. You may have to attach additional pages or documents to your Complaint form to fully explain the issues.

Your Complaint will be reviewed thoroughly by the Court Executive Officer who will determine the appropriate level of investigation necessary. You may be requested to provide additional information on your complaint. In all cases, you will be sent a written progress report or determination on your Complaint within fifteen (15) business days. The determination of the Court Executive Officer shall be in writing and final.

Please note, submitting a Complaint form will not act as an appeal or other request for review or reversal of court orders that have been made in your case.

COMPLAINT FORM

FOR COURT USE ONLY

INFORMATION ABOUT COMPLAINANT:

1. Name: _____
2. Mailing address: _____

3. Telephone number (daytime): _____

DATE RECEIVED

INFORMATION ABOUT COMPLAINT:

4. Date(s) of incident giving rise to the complaint: _____
5. Court case number(s) (if any) involved in this complaint: _____

6. Name(s) of any person about which you are complaining: _____

7. Describe your complaint, be specific but to the point: _____

I have attached _____ number of pages to this complaint.

I understand that making this complaint will not impact the outcome of my court case and is no substitute for a motion for reconsideration of prior orders, motion to set aside prior orders or an appeal of any orders made in my case.

Dated: _____

Signature of complainant